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| 1. Log into PowerSchool Portal 2. Launch Gradebook 3. Click Settings from the Charms Bar 4. Select Traditional Grade Calculations |  |
| 1. Select the Editing Pencil for S1 2. In the box that pops up, enter the following values   N1 50  N2 50   1. Click Save and Close box. 2. Repeat process for each class. |  |
| 1. Repeat this process for S2 with the following values   N3 50  N4 50   1. Use the – sign beside C1 to remove this option if necessary. |  |